

STAFF WELLBEING POLICY

RATIONALE:

Our school is a dynamic learning community. Effective schools combine supportive leadership and staff well being to create a healthy school climate, in which positive relationships between staff, students and the wider community are embraced and result in promoting, enhanced student-learning outcomes.

BELIEFS:

- Effective staff welfare is directly linked to a realistic workload where the competing demands of teaching, school community, DEET and personal needs are considered and balanced.
- The wellbeing of staff, both professionally and personally, should be a fundamental consideration when planning all school activities at Moonee Ponds West.
- Staff wellbeing takes into account physical, emotional and professional health.
- The welfare of staff impacts on staff morale, which then filters through to the whole school environment.
- All members of staff should be accepted and valued as individuals and professionals.
- Staff have the right to express their opinions and be listened to.
- There should be effective communication channels in place.
- Roles and responsibilities need to be clearly defined.
- Staff should have the opportunity to access professional development.
- Staff should be supported by both formal and informal structures within our school.
- Staff should be treated equitably.
- Staff should be provided with a safe, supportive and healthy environment.
- Staff should be recognised for the work they do and be provided with regular and relevant feedback.

AIMS:

- To develop positive, effective and professional relationships amongst all staff members.
- To establish and maintain effective and efficient communication and decision-making processes.
- To create an organisational climate that promotes and fosters staff wellbeing.
- To provide the necessary support for staff to maintain an effective working environment which reflects the educational philosophy of the school?

GUIDELINES FOR ACTION:

- Regular and ongoing review of communication structures and processes.
- All staff to develop annual professional development plans that will be discussed with the Principal (or his / her nominee) and linked to their ongoing professional growth.
- Provide a physical environment that is conducive to staff wellbeing.
- Develop clear, open and inclusive job descriptions of roles and responsibilities.
- Promote a flexible school structure which endeavours to achieve a balance between the competing demands of teaching, school community, DEET and personal / family needs of staff.
- Meeting structures, school priorities, and roles and responsibilities to be established, as far as possible, prior to the commencement of the school year.
- Support new staff members through:
 - ✓ an intensive induction program and ongoing mentoring;
 - ✓ scheduling regular meetings with the AP to reflect on and review the progress of the induction process.
- Provide mentoring for staff that change roles / levels.
- Ensure that staff are aware of the content and implications of the *EO, Sexual Harassment, Merit and Equity* and *Occupational Health and Safety* policies.

Endorsed by School Council 20/11/2002.